



Administration for Children and Families

Office of Family Assistance

Native Hawaiian and American Indian Non-profit Organization Child Care Grants

HHS-2010-ACF-OFA-YN-0027

Application Due Date: 07/26/2010

Native Hawaiian and American Indian Non-profit Organization Child Care Grants

HHS-2010-ACF-OFA-YN-0027

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Department of Health & Human Services
Administration for Children & Families

Program Office: Office of Family Assistance
Funding Opportunity Title: Native Hawaiian and American Indian Non-profit Organization Child Care Grants
Announcement Type: Initial
Funding Opportunity Number: HHS-2010-ACF-OFA-YN-0027
CFDA Number: 93.575
Due Date For Letter of Intent: 06/24/2010
Due Date for Applications: 07/26/2010

Executive Summary:

The Administration for Children and Families (ACF), Office of Family Assistance (OFA), Child Care Bureau (CCB) announces the availability of funds and requests applications for its Fiscal Year (FY) 2010 Native Hawaiian and American Indian Non-profit Organization Child Care Grants. This funding opportunity provides funds for up to two private non-profit organizations that: (1) do not have a current Child Care and Development Fund (CCDF) formula grant directly with the Federal government; and (2) provide child care services to Native Hawaiian youth and/or American Indian youth from Federally recognized Indian Tribes who are not currently receiving child care services funded by other CCDF formula grantees. The purpose of these grants is to increase the availability, affordability, and quality of child care programs that are child-focused, family-friendly, and fair to providers, in areas that have been previously underserved and/or have unmet needs.

I. Funding Opportunity Description

Statutory Authority

The legislative authority for this program is Section 658O(c)(1) of the Child Care and Development Block Grant Act, as amended (the CCDBG Act), 42 U.S.C. § 9858m(c)(1)). See also 45 CFR § 98.61(e).

Description

The Administration for Children and Families (ACF), Office of Family Assistance (OFA), Child Care Bureau (CCB) announces the availability of funds and requests applications for its FY 2010 Native Hawaiian and American Indian Non-profit Organization Child Care Grants. This funding opportunity provides funds for up to two private non-profit Native Hawaiian and American Indian Organizations that: (1) do not have a current Child Care and Development Fund (CCDF) formula grant directly with the Federal Government; and (2) provide child care services to Native Hawaiian youth and/or American Indian youth from Federally recognized Indian Tribes who are not currently receiving child care services funded by other CCDF formula grantees. The purpose of these grants is to increase the availability, affordability, and quality of child care programs that are child-focused, family-friendly, and fair to providers, in areas that have been previously underserved and/or have unmet needs. High quality child care fosters healthy child development and meets the diverse needs of families. In providing quality child care services under this funding opportunity announcement, a grantee must:

- Serve children in safe, healthy, nurturing child care settings that are effective in promoting learning, child development, physical development, and school readiness;

- Implement program standards to ensure health and safety, and quality of care;
- Minimize any disruptions to children's development and learning by promoting continuity of care;
- Promote strategies that ensure an adequate supply of child care providers, such as the use of contracts or grants (in addition to certificates/vouchers);
- Provide professional development and other support to child care providers;
- Engage and support parents and other family members, including providing consumer education;
- Support parent employment and expand high quality choices available to parents;
- Coordinate and collaborate with other early care and education programs, schools, and other services; and
- Ensure program accountability and integrity.

Since its establishment in 1995, CCB has been dedicated to enhancing the quality, affordability, and supply of child care available to low-income working families (visit <http://www.acf.hhs.gov/programs/ccb> for more information about CCB). CCB administers the CCDF, a \$5 billion child care program that includes funding for child care subsidies and activities to improve the availability of quality child care to low-income working families. CCDF assists low-income families, including Temporary Assistance for Needy Families (TANF) linked families, in accessing child care for their children when the parents work or participate in education or training.

CCDF was created when Title VI of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) consolidated four Federal child care funding streams, including the Child Care and Development Block Grant (CCDBG) Act, Aid to Families with Dependent Children/Job Opportunities and Basic Skills, Child Care, Transitional Child Care, and At-Risk Child Care. The entitlement portion consisted of mandatory and matching funds made available under Section 418 of the Social Security Act, while the discretionary funding was authorized by the CCDBG Act. The combined funding from these streams was designated the CCDF. CCDF provides annual funds to States, Territories, and Tribes in combination with related State and Federal child care funding, to help low-income working families access child care, and to improve the quality of care. The majority of CCDF funding is awarded by formula grants to States, Territories, and Federally recognized Indian Tribes.

To meet the purposes and goals of the CCDBG Act the applicant is required to comply with the same requirements as grantees receiving Tribal formula grants under the CCDF program. Therefore, unless otherwise indicated, the provisions of the CCDBG Act and the CCDF regulations at 45 CFR Parts 98 and 99 will apply to grants awarded under this funding opportunity announcement. The applicant is required to provide a statement that it will comply with the applicable list of assurances found in 45 CFR 98.15 of the CCDF regulations.

It is incumbent upon the applicant to design a quality child care program that is child-focused, family-friendly, and fair to providers, and adequately addresses the needs and unique circumstances of the population it intends to serve. In developing a project, an applicant should **review** the CCDF Tribal Plan Preprint as it requests information required by the CCDBG Act and CCDF regulations. The Tribal Plan Preprint is available on the CCB's web site at:

http://www.acf.hhs.gov/programs/ccb/law/tribal_byyear.htm. CCB's web site also contains extensive technical assistance resources to assist applicants in developing proposals at
<http://www.acf.hhs.gov/programs/ccb/ta/index.htm>.

Title VI of PRWORA amended Section 658O(c)(6) of the CCDBG Act, 42 U.S.C. § 9858m(c)(6), to permit Tribal grantees to use CCDF funds for construction or major renovation of child care facilities with prior ACF approval. The applicant should describe any anticipated construction and major renovation projects that will be funded with CCDF funds under this funding opportunity announcement in its application, and estimate the amount of funds that will be used for these projects. However, CCDF grant funds cannot be spent for construction or major renovation until a grantee has applied for and received approval for those

activities from HHS, through a separate application process.

As part of the separate application process, a grantee must show that adequate facilities are not otherwise available to implement quality child care programs, and that the lack of facilities will inhibit the operation of such programs in the future. Moreover, statutory language at Section 658O(c)(6) of the CCDBG Act, 42 U.S.C. § 9858m(c)(6) indicates that Congress does not intend for construction and major renovation projects to unnecessarily divert resources from the provision of child care services. Therefore, a grantee should reserve adequate funds for direct child care services since the grants under this funding opportunity announcement are designed to provide quality child care services that are child-focused, family-friendly, and fair to providers, in areas that have been previously underserved and/or have unmet needs.

While some construction and major renovation activity is allowable under this program funding opportunity announcement, the applicant must demonstrate that funds will be used for direct child care services and the funds requested are reasonable with regard to the number of eligible children to be served, in accordance with *Section IV.5*. Furthermore, grantees will be expected to provide quality child care services to eligible children during each of the grant's three budget years. Grantees must also utilize adequate funding (a minimum of 4% in each budget year) for activities to improve the quality of child care in accordance with Section 658G of the CCDBG Act, 42 U.S.C. § 9858e.

Information on the separate application process is available on CCB's web site at:

<http://www.acf.hhs.gov/programs/ccb/law/guidance/current/pi2010-03/pi2010-03.htm>. The amount of funds that a grantee may request for construction or major renovation through the separate application process is limited to the amount estimated in the grantee's original CCDF application under this funding opportunity announcement.

Definition of Terms.

The following definitions apply:

American Indian Non-profit Organizations--means, for the purposes of this funding opportunity announcement, those organizations defined by Section 658P(14)(B) of the CCDBG Act, 42 U.S.C. § 9858n, as a private non-profit organization established for the purpose of serving youth who are Indians or Native Hawaiians.

Construction--means the erection of a facility that does not currently exist.

Indian Tribe--means any Indian Tribe, band, nation, or other organized group or community, including any Alaska Native Village or regional or Village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.) that is recognized as eligible for the special program and services provided by the United States to Indians because of their status as Indians.

Major Renovation--means: (1) structural changes to the foundation, roof, floor, exterior, or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or (2) any extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural changes.

Native Hawaiian Organization--means a private non-profit organization that serves the interests of Native Hawaiians and is recognized by the Governor of Hawaii for the purpose of planning, conducting, or administering programs (or portions of programs) for the benefit of Native Hawaiians.

Parent--means a parent by blood, marriage, or adoption, and also means a legal guardian, or other person standing in *loco parentis*.

Provider--means the entity providing child care services.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$2,000,000
Expected Number of Awards:	2
Award Ceiling:	\$1,000,000 Per Budget Period
Award Floor:	\$500,000 Per Budget Period
Average Projected Award Amount:	\$750,000 Per Budget Period

Length of Project Periods:

36-month project with three 12-month budget periods

Initial award of funds will be for the **first 12-month budget period** only. Therefore, when completing an application under this funding opportunity announcement, the budget information in Item 15 of the SF-424 and Sections A and B of the SF-424A should only represent the **first 12-month budget period**.

However, the **36-month project period** should be specified in Item 13 of the SF-424; in Section E of the SF-424A; described in the project narrative (See Part II, Project Description); and included in the budget documents (See Part II, Budget and Budget Justification).

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

During the first 12-month **project period**, grantees will receive instructions from ACF on how to submit a non-competing continuation application for each of the two subsequent budget periods.

Awards for the second and third 12-month budget periods will be made subsequent to approval of non-competing continuation applications and will be subject to: the availability of funds; satisfactory progress by the grantee; and a determination that continued funding would be in the best interest of the Federal Government.

Please see *Section IV.5 Funding Restrictions* for any restrictions on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants under this funding opportunity announcement are Native Hawaiian and American Indian private non-profit organizations that: (1) do not have a current Child Care and Development Fund (CCDF) formula grant directly with the Federal government; and (2) provide child care services to Native Hawaiian youth and/or American Indian youth from Federally recognized Indian Tribes who are not currently receiving child care services funded by other CCDF formula grantees.

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 amended the CCDBG Act to add the following definition to the term "Tribal organization," to indicate other organizations that are potentially eligible for *Discretionary Funding*: "Other organizations-Such term includes a Native Hawaiian

Organization, as defined in section 4009(4) of the Augustus F. Hawkins-Robert T. Stafford Elementary and Secondary School Improvement Amendments of 1988 and a private nonprofit organization established for the purpose of serving youth who are Indians or Native Hawaiians."

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

Applicant Board Composition

An applicant must provide assurance that it has a duly elected or appointed board of directors that is representative of the community identified to be served. To establish compliance with this requirement, applicants should provide information establishing that at least a majority of the individuals serving on the non-profit's governing board are included within one or more of the following categories: (1) a current or past member of the community to be served; (2) a prospective participant or beneficiary of the project to be funded; or (3) have a cultural relationship with the community to be served.

Beneficiary Eligibility Criteria

To be eligible to receive CCDF-funded child care services under this funding opportunity announcement, a child must be under the age of 13 and reside with a family whose income does not exceed 85 percent of the State Median Income (or Tribal Median Income) for a family of the same size and whose parent(s) are working or attending a job training or educational program or who receive or need to receive protective services.

Other Eligibility Criteria

If an American Indian organization is already receiving CCDF funding under a grant directly with the

Federal government, it is not eligible to receive funding under this funding opportunity announcement. A list of current Tribal CCDF grantees is available at the following web site:
<http://nccic.acf.hhs.gov/tribal/grantees.html>.

An applicant may submit only one application under this funding opportunity announcement.

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at
http://www.acf.hhs.gov/grants/grants_resources.html

Standard Forms are also available at the Grants.gov Forms Repository website at
<http://apply07.grants.gov/apply/FormLinks?family=15>.

CCB Operations Center
c/o Master Key Consulting
Office of Family Assistance
Attn: Child Care Bureau
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814
Phone: (866) 796-1591
Email: ccb@luxcg.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via www.grants.gov need not provide additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

1. Content and Form of Application Submission

A. Content of Application. A complete application consists of the following items:

Application for Federal Assistance (SF-424). Follow the instructions on the back of the form; the Catalog of Federal Domestic Assistance program title and number is Native Hawaiian and Non-profit American Indian Organization Child Care Grants, 93.575. The SF-424 must be signed by an individual authorized to act for the applicant agency and has the authority and responsibility for the obligations imposed by the terms and conditions of the grant award.

Budget Information Non-Construction Programs (SF-424A). Follow the instructions on the back of the form.

Table of Contents. List the contents of the application including appropriate page numbers. The *Table of Contents* is Page 1 of the application.

Project Summary/Abstract. The Project Summary/Abstract **must** be double-spaced; in 12-point font; with one-inch top, bottom, and side margins; **not** exceed 250 words; and one page in length. The 250-word limit is due to character limits in certain electronic systems that are used. The Project Summary/Abstract must accurately and concisely reflect the proposed project. It should briefly describe the service area, project objectives, approach, and the results and benefits expected.

Project Narrative. The applicant is strongly encouraged to use the evaluation criteria to organize its response. Specific information should be provided that addresses all components of each criterion. It is in the applicant's best interest to ensure that the project description is easy to read; logically developed in accordance with the evaluation criteria; adheres to recommended page limitations; and includes page numbers. In addition, the applicant should be mindful of the importance of using language; terms; concepts; and descriptions that are current and generally known and used in the field of child care as defined under this funding opportunity announcement.

Budget Documents. The applicant is required to provide a separate budget break-out and budget

justification/narrative for each of the three 12-month budget/project periods. Budgets must be prepared in accordance with the object class categories in Section B of the SF-424A. Use the guidelines in Section V.1 for preparing the budget and budget justification.

Appendices (if applicable). These documents may include but are not limited to: composition of board of directors to determine eligibility; required proof of non-profit status; resumes and job descriptions for key staff; letters of support; third-party agreements such as letters of commitment; audit information; and/or statistical information.

B. Form of Application. Applicants **must** limit their applications to no more than 100 pages on white 8 1/2 x 11 inch paper only; **must** be double-spaced (except for graphs/tables/charts), and in 12 point Times New Roman font; with margins of at least one inch on both sides, top, and bottom. The 100-page limit applies to both narrative text and supporting materials (e.g., Appendices, attachments). However the Federal Standard Forms (SF), Certifications/Assurances, and any other required Federal forms listed below are excluded from the 100-page limit. Applicants **must** number the pages of their application beginning with the Table of Contents as Page 1. Pages in excess of 100 pages will be removed, **not** duplicated, and **not** provided to the panelists for review. Any extraneous pages included in the application following the *Table of Contents*, such as section dividers, title pages, and blank page inserts **will** be counted as part of the 100-page limit.

All pages **must** be printed single-sided only. Any pages with printing on both sides will have only the front page duplicated and included in the application provided to the panelists for review.

Each application will be duplicated, therefore, applicants are reminded to **not** use or include any of the following: colored paper; colored ink; separate covers; three-ring binders; paper or binder clips; tabs, post-it notes; plastic inserts; over-sized paper; videotapes; CD/DVD's; folded brochures; or any other items that can not be easily duplicated on a photocopy machine with an automatic feed.

Do **not** bind, clip, staple, or fasten in any way the various sections of the application, including any supporting documentation. Applicants are advised that a copy (not the original) of the application as submitted will be reproduced by the Federal government for review by the panel of evaluators. Therefore, applicants are responsible for ensuring that the copies of their application are the same as the "original" they submit.

Applicants **must** submit one signed original and two copies of the application, including all attachments, to the application receipt point specified in Section IV.1. The original copy of the application **must** have original signatures, signed in **blue ink**. The original **must** be stapled (back and front) in the upper left corner. Rubber bands may be used to secure the pages of the two copies. Do **not** submit your application in three-ring binders, or any other form of binding. If mailing or hand-delivering your application, the original application and the two copies **must** be submitted in a single package to the delivery point listed in Section IV.1.

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
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SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
SF-424C - Budget Information - Construction Programs SF-424D - Assurances - Construction Programs	Submission required for all applicants applying for a construction project by the application due date.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities

used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, Grants.gov. A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at <http://www.dnb.com>. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.I* identify the measures that will be used to evaluate applications.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person. Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

Applicants should send their Letter of Intent to the Operations Center at ccb@luxcg.com. The number for this funding opportunity announcement is: HHS-2010-ACF-OFA-YN-0027. The title is: Native Hawaiian and Non-profit American Indian Organization Child Care Grants. Do **not** include a description of your proposed project with your Letter of Intent.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

For example, describe how the services will address unmet needs; describe who will receive child care services; where and how these services will be provided; the anticipated number of children and families to be served; and how the services will benefit the children, families, and community to be served. Describe how the services to be provided will promote quality child care that is child-friendly, family-focused, and fair to providers. Provide any relevant data/statistics that will support the outcomes of the project.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding

timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Organizational Capacity

- Organizational charts
- Board of Directors
- Contact persons and telephone numbers
- Child care licenses and other documentation of professional accreditation
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Construction

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and those that the applicant will assume.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and Times*, of this announcement.
- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance.
- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.
- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Letter of Intent: **06/24/2010**

Due Date for Applications: **07/26/2010**

Explanation of Due Dates

The due date for receipt of applications is listed in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

Hand-Delivered Applications

Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement.

Electronically-Submitted Applications

ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through www.Grants.gov may be found at
http://www.acf.hhs.gov/grants/registration_checklist.html

After the application is submitted electronically via Grants.gov, the applicant will receive three emails. The following emails will be sent to the applicant from Grants.gov:

1. An automatic acknowledgement from Grants.gov of the application's submission that provides a Grants.gov tracking number.

The date/time-stamp in this email serves as the official record of your application submission.

The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be considered for competition.

2. An acknowledgement from Grants.gov that the submitted application package has passed or failed a series of checks and validations.

Applications that fail the validation check at Grants.gov because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.

3. An additional email from the Administration for Children and Families (ACF) will be sent to the applicant indicating that the application has been retrieved from Grants.gov and received by ACF.

Late Applications

No appeals will be considered for applications classified as late under the three cited circumstances:

- **Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.**
- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.**
- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized Organization Representative.**

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the application has been retrieved and received by ACF will be sent to applicants that apply via <http://www.Grants.gov>

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Title VI of PRWORA amended the CCDBG Act to permit Tribal grantees to use CCDF funds for construction or major renovation of child care facilities with prior ACF approval. Therefore, in its grant application the applicant should describe any anticipated construction and major renovation projects that will be funded with CCDF funds, and estimate the amount of funds that will be used for these projects. However, grant funds can not be spent for construction or major renovation until a grantee has applied for and received approval from HHS through a separate application process. As part of the separate application process, a grantee must show that adequate facilities are not otherwise available to implement child care programs, and that the lack of facilities will inhibit the operation of such programs in the future. Information on the separate application process is available at:

<http://www.acf.hhs.gov/programs/ccb/law/guidance/current/pi0401/pi0401.htm>.

Moreover, statutory language at Section 658O(c)(6) of the CCDBG Act, 42 U.S.C. § 9858m(c)(6) indicates that Congress does not intend for construction and major renovation projects to unnecessarily divert resources from the provision of child care services. The amount of funds that a grantee may request for construction or major renovation through the separate application process is limited to the amount estimated in the grantee's original CCDF application under this announcement. Therefore, a grantee should reserve adequate funds for direct child care services since the grants under this funding opportunity announcement are designed to operate quality child care programs in areas with unmet need.

While some construction and major renovation activity is allowable under this funding opportunity announcement, in accordance with *Section I*, the grantee must demonstrate that funds will be used for direct child care services and the funds requested are reasonable in regard to the number of eligible children to be served. Grantees are also expected to provide child care services to eligible children during each of the grant's three budget years. Grantees must also utilize adequate funding (a minimum of 4%) for activities to improve the quality of child care in accordance with Section 658O(c)(6) of the CCDBG Act, 42 U.S.C. § 9858m(c)(6). In accordance with Section 658F(b)(1) of the CCDBG Act 42 U.S.C. § 9858d(b)(1), CCDF funds may not be used to purchase an existing building or facility.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

CCB Operations Center

c/o Master Key Consulting
Office of Family Assistance
Attn: Child Care Bureau
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814

Hand Delivery

CCB Operations Center
c/o Master Key Consulting
Office of Family Assistance
Attn: Child Care Bureau
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

OBJECTIVES AND NEED FOR ASSISTANCE

Maximum Points: 20

- The extent to which the applicant describes its needs and provides data and other information, which support the request for assistance under this funding opportunity announcement.
- The extent to which the applicant demonstrates how the proposed project addresses vital unmet needs related to the program purposes under this funding opportunity announcement, and provides relevant supporting information.
- The extent to which the applicant: (a) specifies project goals and specific measurable objectives; (b) explains how its goals and objectives are connected; and (c) justifies how implementation will fulfill the program purposes under this funding opportunity announcement.
- The extent to which the applicant includes goals and objectives that address the following: (a) serving children in healthy, safe, and nurturing settings that effectively promote learning, child development, and school readiness; (b) developing and/or implementing program standards; (c)

promoting continuity of care; (d) promoting the supply of child care providers; (e) providing professional development and other supports for providers; (f) involving and supporting parents and other family members; (g) coordinating and collaborating with other service providers and stakeholders; and (h) ensuring program accountability and integrity.

APPROACH

Maximum Points: 25

- The extent to which the applicant describes an approach based upon clear and proven strategies to promote quality child care that will fulfill the program purposes under this funding opportunity announcement.
- The extent to which the applicant describes an approach that: (a) reflects an understanding of the characteristics, needs, and services currently available to the target population; (b) utilizes effective practices for child care subsidy programs; (c) is appropriate and feasible; (d) can be readily evaluated; and (e) could be replicated, if successful.
- The extent to which the applicant describes and justifies its service delivery approach, which must include a certificate program but may also include other mechanisms such as grants or contracts.
- The extent to which the applicant provides a detailed workplan describing the sequence and timing of the major activities, tasks and subtasks, important milestones, and reports; and projections for the accomplishment of each function or activity, including the number of people to be served. When accomplishments cannot be quantified by activity or function, the extent to which the accomplishments are listed in chronological order to show the schedule of accomplishments and target dates.
- The extent to which the applicant: (a) describes how the project will be structured and managed; (b) defines the procedures to be used to determine whether the project is being conducted in a manner consistent with the workplan; (c) lists organizations, cooperating entities, consultants, and other key individuals who will work on the project along with a short description of the nature of their effort or contribution to the project; (d) discusses the impact of the project's various activities on the project's effectiveness including factors that may affect project implementation or outcomes and presents realistic strategies for resolution of these difficulties; and (e) describes how unanticipated problems will be resolved to ensure the project will be completed on time and with a high degree of quality.
- The extent to which the applicant documents effective coordination and collaboration with other local, State, Native Hawaiian, Tribal, and education partners in its activities as appropriate.

OUTCOMES

Maximum Points: 15

- The extent to which the applicant describes the population to be served, and how the services to be provided are consistent with the identified needs.
- The extent to which the applicant demonstrates how the expected results will benefit the population to be served in meeting the program purposes under this funding opportunity announcement.
- The extent to which the applicant demonstrates how the completion of the proposed objectives will result in specific, measurable results.

ORGANIZATIONAL PROFILES

Maximum Points: 20

- The extent to which the applicant: (a) provides information and evidence of its management and administrative structure; (b) documents its experience in facilitating the specified activities and the length of time the applicant has been involved in these activities; and (c) demonstrates the successful management of projects of similar scope by the organization, and/or by the individuals designated to manage the project.
- The extent to which the applicant demonstrates the capacity to provide quality child care services in accordance with the program purposes under this funding opportunity announcement.
- The extent to which the applicant demonstrates that its key personnel possess the education, experience, and other qualifications necessary to conduct the specified activities in its workplan.
- The extent to which the applicant demonstrates the adequacy of the amount of time the project director and other key staff will devote to the project to ensure a high level of professional input and attention to the project.
- If training and technical assistance is proposed, the extent to which the applicant documents its abilities to provide those services in the area to be served by the project. If applicable, the extent to which the applicant also addresses related achievements and competencies of each cooperating or sponsoring organization.

EVALUATION

Maximum Points: 10

- The extent to which the applicant describes how the evaluation plan will demonstrate the effectiveness of its activities and services in addressing its identified needs
- The extent to which the applicant demonstrates how the outcomes identified for each objective will serve as standards for evaluating the achievement of objectives at the end of the project.
- The extent to which the applicant demonstrates its evaluation plan includes: (a) a process component that describes the activities of the project; (b) operational functions; (c) a method to evaluate how well the workplan was followed; and (d) achievement of the expected outcomes.
- The extent to which the applicant's evaluation plan: (a) is appropriate for the activities to be implemented; (b) demonstrates the extent to which program goals/objectives will be achieved; (c) reflects sensitivity to technical, logistical, cultural, and ethical issues that may arise and includes realistic strategies for the resolution of difficulties; and (d) includes consent procedures and protects confidentiality of data, as appropriate.
- Note: Grants awarded under this announcement are "service" projects and evaluation activities are not intended to be construed as research activities. Costs associated with the evaluation plan may not exceed \$50,000 in a budget year.

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 10

- The extent to which the applicant demonstrates that the requested Federal funds will be used for the provision of allowable child care services and purposes under this funding opportunity announcement.
- The extent to which the applicant demonstrates that: (a) project costs are reasonable in view of the services/activities to be implemented; (b) the funds are appropriately allocated across component areas; and (c) the budget is sufficient to accomplish the objectives.
- The extent to which the applicant's budget narrative provides: (a) detailed calculations that describe how the categorical costs are derived; (b) detailed calculations including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated; and (c) separate budgets are provided for each of the three 12-month project years.
- The extent to which the applicant: (a) describes any anticipated construction and major renovation projects that will be funded with CCDF funds, if applicable; and (b) estimates the amount of funds

that will be used for these projects.

- The extent to which the applicant: (a) demonstrates that adequate funds have been reserved for direct child care services if requesting funds for construction or major renovation; and (b) demonstrates funds requested are reasonable in regard to the number of eligible children to be served.
- The extent to which the applicant demonstrates it will use a minimum of 4 percent of each annual award for activities to improve the quality of child care that is child-focused, family-friendly, and fair to providers.
- The extent to which the applicant demonstrates its ability to ensure fiscal accountability and integrity of Federal funds.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in *Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding and are one element of the decision-making process.

ACF may elect to not fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider a preference to fund organizations serving emerging, unserved, or under-served populations, including those located in pockets of poverty, and to consider the geographic distribution of Federal funds in its funding decisions.

Applications that pass the screening process will be evaluated on a competitive basis according to the specified evaluation criteria listed in *Section V.1*.

The competitive review will be conducted in the Washington, DC metropolitan area by panels of Federal and non-Federal experts knowledgeable in the areas of child care, subsidy programs, Native Hawaiian/American Indian populations, and other relevant program areas. Panels will assign a score to each application and identify its strengths and weaknesses in relation to the evaluation criteria in *Section V.1*.

The CCB will conduct an administrative review of the applications and the results of the competitive review and make recommendations to the OFA Director.

The OFA Director will make the final selection of the applicants to be funded. Applications may be funded in whole or in part depending on: (1) the rank order of applicants resulting from the competitive review; (2) Federal staff review and consultations; (3) the combination of projects that best meets the CCB's objectives; and (4) the funds available.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

V.3. Anticipated Announcement and Award Dates

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds awarded, the terms and conditions of the award, the effective date of the grant, the budget period for which initial support will be given, and the total project period for which support is anticipated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards

to Commercial Organizations (45 CFR §74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbci/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at:

<http://www.hhs.gov/fbci/regulations/index.html>.

The Code of Federal Regulations (CFR) is available at <http://www.gpoaccess.gov/CFR/>.

Award Term and Condition for Trafficking in Persons

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at
http://www.acf.hhs.gov/grants/grants_resources.html.

Program Progress Reports:	Semi-Annually
Financial Reports:	Semi-Annually

An original and one copy of both the program progress and financial reports (SF-269 Long Form) must be mailed to:

ACF Grants Officer, Aerospace Building, 6th Floor East, 370 L'Enfant Promenade SW., Washington, DC 20047.

One copy of both the program progress and financial reports (SF-269 Long Form) must be mailed to:

Carol Gage, Federal Project Officer, Child Care Bureau, Aerospace Building, 5th Floor East, 370 L'Enfant Promenade SW., Washington, DC 20047.

Special Reporting Requirements: Grantees under this funding opportunity announcement are required to submit the Annual Aggregate Tribal Program Data Form (ACF-700). The form and reporting instructions can be found at: <http://www.acf.hhs.gov/programs/ccb/report/formhelp/acf700/index.htm>.

VII. Agency Contacts

Program Office Contact

Carol Gage
Administration for Children and Families
Office of Family Assistance

Child Care Bureau
Aerospace Building, 5th Floor East
370 L'Enfant Promenade SW
Washington, DC 20447
Phone: (202) 690-6243
Fax: 202-690-5600
Email: carol.gage@acf.hhs.gov

Office of Grants Management Contact

Tim Chappelle
Administration for Children and Families
Office of Administration
Office of Grants Management
Aerospace Building, 6th Floor East
370 L'Enfant Promenade SW
Washington, , DC 20447
Phone: (866) 796-1591
Email: ccb@luxcg.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>

Sign up to receive notification of ACF Funding Opportunities at www. Grants.gov
http://www.grants.gov/applicants/email_subscription.jsp

Checklist

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html and on the Grants.gov Forms Repository webpage at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

What to Submit	Where Found	When to Submit
Letter of Intent	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at http://www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://apply07.grants.gov/apply/FormLinks?family=15 .	Submission due by application due date found in Overview and Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission due by application due date found in Overview and Section IV.3.
SF-424C - Budget Information - Construction Programs SF-424D - Assurances - Construction Programs	Referenced in Section IV.2 and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission due by application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.

Project Summary/Abstract	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	If available, submission is due by application due date found in Overview and Section IV.3. or by time of award.
Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Sustainability Plan	Referenced in Section IV.2 of the announcement under "Project Description."	Required of all applicants for projects of three years (36 months) or more in length. By application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission due by date of award.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission due by date of award.

SF-LLL - Disclosure of Lobbying Activities, if applicable	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	Submission due by application due date found in Overview and Section IV.3.
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Signature

Date: 05/24/2010

Ann Barbagallo
Acting Director
Office of Family Assistance